

Board of Worship

Usher Ministry Team Leader

Mission Statement: The ushers of Trinity Evangelical Lutheran Church serve members and guests attending worship services through warm, welcoming, and helpful attitudes as they distribute materials, assist with seating, gather offerings, and direct and assist members partaking of Holy Communion, all to glorify God.

Description: The Usher Team Leader serves with and directs his team of ushers. The Team Leader also helps with and assigns pre-service and after service responsibilities to his team.

Qualifications:

- Spiritually mature, male communicant member of Trinity Ev. Lutheran Church
- Demonstrates leadership qualities
- Friendly
- Responsible and dependable

Responsibilities:

1. Arrive 30 – 40 minutes before the service begins.
2. Make sure the lights are turned on.
3. Ring bells 30 minutes prior to service time (Traditional service).
4. Check the bulletins/boards that the hymn numbers are correct (Traditional service).
5. Carry out any pastoral instructions (“Reserved” pews, etc.).
6. Assign responsibilities to members of ushering team.
7. Act as contact person for visiting pastors.
8. Change the input source on the TV in the coffee court to “Church” prior to the beginning of the service. Change the source back during the last hymn.
9. Remain in sanctuary until the next service’s Team Leader arrives, and communicate any special instructions.

Time Commitment:

- 2 hours per service; approximately 1 service per month
- At-will commitment, for as long as the Team Leader is willing and able to serve

Relationships: The Team Leader interacts with worshipers and the pastors leading services. The Team Leader serves with and directs the other ushers on his team. He serves under the leadership of the Usher Ministry Coordinator and Scheduler, according to the guidelines set forth by the Board of Worship and Worship Pastor.

Training: The Team Leader will be trained during scheduled Usher Ministry training sessions.